

Role Description

Senior Office Assistant, Staffing and Venues



SE.165A

Department/Agency	NSW Electoral Commission
Division/Unit	Corporate
Role number	SE.165A
Classification/Grade/Band	Casual
ANZSCO Code	139999
PCAT Code	N/a
Date of Approval	May 2024
Agency Website	www.elections.nsw.gov.au

Agency overview

The New South Wales Electoral Commission exists to deliver trusted and independent systems, processes, oversight and engagement that support democracy in New South Wales.

Our vision is to maintain confidence in the integrity of the democratic process and make it easy for people to understand and participate.

Our work includes:

- running elections
- communicating with and engaging the public
- providing trusted processes for political participants (including candidates, parties, donors, third-party campaigners, lobbyists and associated entities) to comply with their legal obligations, and regulating their compliance
- supporting transparency by overseeing and publishing disclosures of political donations and expenditure and registers of political parties, candidates, agents, third-party campaigners, political lobbyists and associated entities; advising on and advocating for improvements to legislation
- investigating possible offences and enforcing electoral laws.

Responsibility for these functions is divided under legislation between the 3-member NSW Electoral Commission (an independent statutory body) and the NSW Electoral Commissioner (an independent statutory officer). Our staff are employed in the NSW Public Service under the Government Sector Employment Act 2013. The head of our staff agency is the NSW Electoral Commissioner, who is also an ex officio member of the NSW Electoral Commission.

The NSW Electoral Commission and Electoral Commissioner exercise their functions independently and are accountable to the NSW Parliament, through its Joint Standing Committee on Electoral Matters, with respect to the administration of elections and the regulation and enforcement of electoral and lobbying laws. Our four Divisions - Elections, Funding, Disclosure, Compliance and General Counsel, Information Services and Corporate - collaborate closely, to enable us to deliver end-to-end democratic processes and effective engagement with our stakeholders and audiences.

Our strong and positive working culture is reflected in our organisational behaviours - Collaborative, Customer-centred; Solution focused, Transparent and Responsive - and anchored in the NSW Public Service values of Integrity, Trust, Service and Accountability.

Primary purpose of the role

The Senior Office Assistant, Staffing and Venues is responsible for implementing the recruitment processes of NSW Electoral Commission in relation to staff working for an election.

The role is responsible for stakeholder engagement with election staff and venues. The role supervises the Staffing and Venues Assistant and Office Assistants who provide support to ensure the effective management of the election.

Key accountabilities

- Review and shortlist staff applications received via NSWEC online application system in accordance with merit principles and NSWEC recruitment policies.
- Prepare recruitment and employment documents for up to 500 election staff.
- Maintain relationships with election staff prior to and during the election event, including attendance at training and arrangements with venues.
- Monitor completion of electronic timesheets by Senior Office Assistants and Office Assistants, ensuring they are submitted within the required timeframes.
- Approve timesheets and record attendance, allowances and completion of face-to-face training for election staff.
- Ensure all relevant employment related information is recorded into NSW systems within the required timeframes.
- Review confidential workforce matters, and escalate as required, in accordance with the NSWEC Code of Conduct.
- Act with integrity, impartiality and transparency in the conduct of the election.

Key challenges

- Support election staff in remote locations to ensure they are managing election specific tasks.
- Support the Election Manager by functioning as the first contact point for workforce matters.
- Escalate workforce matters to head office in accordance with NSWEC Standard Operating Procedures and Policies.
- Approve a high volume of employee timesheets, manage allowances and process travel claims within a strict timeframe.
- Support the Election Manager in responding to enquiries in a professional and timely manner.
- Investigate pay enquiries from election staff and provide documentation to head office to make informed decisions.
- Manage the Staffing and Venues Assistant and Office Assistants to ensure consistency when responding to employee enquiries.
- Work in collaboration with the Election Manager in managing multiple tasks concurrently to a strict timetable, in a high-volume work environment.
- Maintain a high degree of accuracy in the completion of tasks, whilst maintaining confidential information.

Key relationships

Internal

Who	Why
Election Manager	<ul style="list-style-type: none">• Escalate issues, seek advice, receive instructions and provide support in managing staffing.

Election Manager Support Officer	<ul style="list-style-type: none"> Receive support and information to ensure election outcomes are delivered.
Senior Office Assistants	<ul style="list-style-type: none"> Collaborate with other Senior Office Assistants to complete functions of the Election Manager's office.
Staffing and Venues Assistant	<ul style="list-style-type: none"> Supervise Staffing and Venues Assistant in the recruitment of staff, processing of timesheets and management of venues.
Office Assistants	<ul style="list-style-type: none"> Supervise Office Assistants in the management of staffing and venues.
Election Workforce Lead	<ul style="list-style-type: none"> Escalate workforce issues in relation to staffing and training during the election period.

External

Who	Why
Electors	<ul style="list-style-type: none"> Provide quality customer service, enabling electors to participate in the voting process.
Venue Booking Officers	<ul style="list-style-type: none"> Liaise with venue contacts to ensure completion of all arrangements for the use of polling places and declared institutions.
Party workers, scrutineers and candidates	<ul style="list-style-type: none"> Provide information and customer service in a politically sensitive environment.

Role dimensions

Decision making

Under the direction of the Election Manager, the Senior Office Assistant, Staffing and Venues manages the relationships and arrangements for election staffing and venues.

Reporting line

Election Manager

Direct reports

Staffing and Venues Assistant
Office Assistant(s)

Budget/Expenditure

N/a

Essential requirements

- Demonstrated experience in supervising a team of staff in a customer focused environment with competing priorities.
- Demonstrated ability to work independently with minimum supervision.
- Demonstrated computer skills and knowledge of the MS Office suite, particularly MS Word and Excel, and ability to use electronic devices.
- Excellent organisational skills with demonstrated experience working under pressure whilst maintaining accuracy and attention to detail.
- Political neutrality with no affiliation to political parties, candidates, elected members or lobbyists/third party campaigners.
- Reasonable level of spoken English.
- Enrolled to vote in Australia.

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.



The capabilities are separated into focus capabilities and complementary capabilities

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so 	Intermediate
 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> • Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers 	Intermediate



Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Seek and apply specialist advice when required Intermediate
- Complete work tasks within set budgets, timeframes and standards
- Take the initiative to progress and deliver own work and that of the team or unit
- Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals
- Identify any barriers to achieving results and resolve these where possible
- Proactively change or adjust plans when needed



Technology

Understand and use available technologies to maximise efficiencies and effectiveness

- Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks Intermediate
- Use available technology to improve individual performance and effectiveness
- Make effective use of records, information and knowledge management functions and systems
- Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies



Manage and Develop People















Engage and motivate staff, and develop capability and potential in others

- Collaborate to set clear performance standards and deadlines in line with established performance development frameworks Intermediate
- Look for ways to develop team capability and recognise and develop individual potential
- Be constructive and build on strengths by giving timely and actionable feedback
- Identify and act on opportunities to provide coaching and mentoring
- Recognise performance issues that need to be addressed and work towards resolving issues
- Effectively support and manage team members who are working flexibly and in various locations
- Create a safe environment where team members' diverse backgrounds and cultures are considered and respected
- Consider feedback on own management style and reflect on potential areas to improve

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Foundational
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Foundational
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Foundational
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
 Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
 Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
 Business Enablers	Project Management	Understand and apply effective planning, coordination and control methods	Foundational
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Foundational
 People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Foundational



Manage Reform and Change

Support, promote and champion change, and assist others to engage with change Foundational
